

# REQUEST FOR QUALIFICATIONS – PROGRESSIVE DESIGN BUILD SERVICES

**FOR THE** 

RIVERSIDE WATER TREATMENT PLANT
CONTROL BUILDING RENOVATIONS

City of West Columbia South Carolina

**NOVEMBER 2021** 

CITY OF WEST COLUMBIA 200 N. 12<sup>TH</sup> STREET WEST COLUMBIA, SC P. 803.791.1880

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## **SECTION 1 – GENERAL INFORMATION**

#### 1.1 **Definitions**

- A. The City of West Columbia hereinafter will be referred to as "City".
- B. "Proposer" shall be an entity or individual submitting a proposal for the pending solicitation.
- C. Where the term "RFQ" is used, the reference shall be made to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda.
- D. All references to days in this solicitation mean calendar days, unless otherwise stated.
- E. Wherever the terms "shall," "will," or "is required" are used in the RFQ, the referenced task is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will be cause for rejection of a submittal.
- F. Wherever the terms "can," "may," or "should" are used in the RFQ, the referenced specification is discretionary, and therefore failure to provide any items so termed will not be cause for rejection. The Selection Committee may consider such failure in evaluating the quality of the submittal.
- G. "Design-Build" refers to the construction project delivery method in which, among others, the City holds a single contract with a business entity that has responsibility both to design and to construct a project, and that holds the trade contract.
- H. "Lead Design-Builder" refers to the design-build team member that will contract with the City for all work and holds all responsibility of project success, performance, and completion.
- "Design Professional" (an inclusive term for all licensed building professionals). "Architect of Record," and/or "Engineer of Record" all refer to the project's architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the facility. These entities also operate under legal definitions of the State of South Carolina with statutory liability and responsibility.
- "Local Vendor Preference" is referred to the Lead Design-Builder who has its local office as it headquarters located within Lexington County and with a street address of the Lead Design-Builder's headquarters located within Lexington County for at least six (6) months immediately prior to the issuance of the City's Request for Qualifications.
- K. "Owner's Criteria" is a written document that details the specific and functional requirements of a project, sustainable objectives, and the expectations of how the project will be used and operated.
- L. "Qualifications-Based Selection" is referred to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and price.
- M. "Firm" shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity as is reasonable.

N.	"Fixed Fee" shall be proposed by the Design Builder and shall be defined as a specific dollar amount (stated as a lump sum) and agreed upon by all parties at the time of Contract Negotiation. This fee shall not be a percentage of cost of the work.			

# **SECTION 2 - PROJECT BACKGROUND**

#### 2.1 **Background Information**

Located along the Lower Saluda River in the City of West Columbia, the Riverside Water Treatment Plant (Plant) was constructed 1951 and served as the primary source of drinking water for City residents until 1990. Expanded in 1962 and upgraded in 2011 the Riverside Water Treatment Facility is a six (6) million gallon per day (MGD) water treatment facility that primarily serves residents of the City.

The control building consists of a laboratory, filter gallery, storage space, kitchen area, control room, and office area for the plant operations staff. The Project's primary goal is a renovation of the existing laboratory and control room with secondary goals to complete upgrades to the remainder of the upper floor of the control building. Renovations within the laboratory and control rooms must be done while keeping the plant in compliance with the State Primary Drinking Water Standards.

Project scheduling and construction activities must be performed in such a manner as to limit the impact to plant operation. At no time during construction activities can the plant operation be impacted for longer than 4 hours.

The City intends to utilize best commercial practices to accomplish the goals of this project and expects the Design-Builder to proactively address risks and challenges in the process and participate in activities that achieve project success. The City also expects to work with the Design-Builder to devise and implement an approach that will maximize efficiency, quality, and value.

# **SECTION 3 - SCOPE OF WORK**

#### 3.1 **Purpose**

The City is soliciting Qualifications for Design-Build services for the city's renovation to the Plant control building. The Plant serves as the primary source of water for the City and the Town of Springdale, with a population served of approximately 18,000 people. A brief scope is disaggregated below:

- 1. Laboratory: Includes demolition of the existing sink area and associated cabinetry, lighting, plumbing, and outdated equipment. The finished area shall include new upper and lower cabinetry with industrial grade counters, sample tap and sink area, two laboratory technician workstations, refrigerator, lighting, cleaning sealing of existing floor, and miscellaneous lab supplies.
- 2. Operator Control Area and Office: Removal of existing wall coatings, carpet, light fixtures, and existing workstation. Replace with new flooring, wall coatings, lighting, televisions for SCADA and camera systems, new workstation.
- 3. Filter Gallery: Removal and replacement of existing wall coatings. Cleaning and coating of wall and floor tile.
- 4. Kitchen Area: Demolition of existing cabinetry, sink, fridge, food storage, and wall coatings. Installation of new sink area, refrigeration, cabinetry and oven range hood and vent system.

#### 3.2 **Lead Design-Builder Responsibilities**

The Design-Builder will be expected to provide concurrent design and construction activities for this project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including project management, architectural and engineering design, and construction services) will hold all design professionals, testing services, trade contractors and trade supplier contracts.

The City will not provide workspace for members of the Design-Build Team during the project, and all necessary field office space shall be the responsibility of the Design-Build Team.

#### 3.3 Scope of Work

Below is a preliminary scope of work that may be modified during contract negotiations with the Design-Build Team.

## **Evaluation of Owner's Criteria**

- Preliminary evaluation of the existing facility including structural, mechanical, electrical, plumbing, etc. and provide recommendations on constructability, labor, scheduling, and other factors related to project cost.
- Prepare written report summarizing Owner's Criteria and project budget goals.

Prepare preliminary costs for architectural and engineering services in sufficient detail to determine services provided by each design professional.

## **Preliminary Design**

- Prepare preliminary scope of work alternatives prioritizing Owner's project goals.
- Renovation design including design intent, space requirements, planning criteria, preliminary floor plan, preliminary selection of building systems and materials, utility load review, and code compliance.
- Develop preliminary estimate of probable construction cost in sufficient detail to determine quantities of materials, labor, profit, overhead, insurance, etc. for the entire project.
- Attend owner and user meetings to coordinate and resolve value engineering, constructability, design and construction scheduling issues during preliminary design.
- Conduct design meetings with Owner as needed, not less than three meetings shall be scheduled.
- Provide updated design schedule.

## **Detailed Design**

- Based on work completed during the preliminary design phase, satisfactorily resolve all review comments, and further revise the design to include the following revised and additional information:
- Renovation Design: review and confirm floor plan configuration and elevation elements including all building materials and colors, wall systems, overall dimensions, materials testing requirements, mechanical electrical and plumbing systems, equipment, and calculations.
- Conduct regular meetings with the Owner as needed, not less than four shall be scheduled.
- Develop material and equipment technical specifications.
- Review and confirm total original budget from Preliminary Design phase review. Review and propose value engineering items and reconcile variances.
- Review, update, and confirm project schedule.
- Attend Owner meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues since the preliminary design.

# **Review, Permitting, and Approvals**

- Present all project plans and specifications to the City's Planning and Building departments and any other regulatory agencies whose approval is necessary for the successful completion of the project.
- The City will be responsible for all associated regulatory agency review fees.
- Incorporate all necessary regulatory agency comments necessary to obtain the appropriate permits for construction.

## **Final Construction Documents**

- Resolve all review comments from prior phases and prepare and finalize all construction drawings and specifications to all components necessary for successful construction of the project.
- Provide documents necessary for development of a final cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
- Incorporate bid alternatives as necessitated by the project budget.
- Conduct final design and budget review meeting. Provide guaranteed maximum price of construction.

## **Construction & Construction Administration**

- Provide construction administration and observation services associated with all construction activities. Conduct monthly construction progress and payment application review meetings.
- Provide materials testing and inspection services of an independent testing service to be selected by the Owner.
- Coordinate with design professionals for interpretations of the construction documents, review and approval of shop drawings and submittal information, and coordinate with Owner regarding any necessary changes to the work.
- Provide all necessary material, labor, equipment, etc. necessary for construction of the project in the manner outlined on the approved final construction drawings.
- Prepare as-built documents and submit one hard copy and one electronic copy of all record drawings.
- Prepare and submit all necessary documents to applicable regulatory agencies for final approval or certificate of occupancy.

#### 3.4 **Project Budget**

The City has allocated approximately \$250,000 for the completion of this project including all costs and fees. Total costs include construction related expenses, professional design services, construction related services, testing services, permits, and other construction related professional service fees necessary to complete the project.

### 3.5 **Anticipated Project Schedule**

This City reserves the right to adjust this schedule as necessary.

Preliminary Project Schedule	Date	Time
Issue Requests for Qualifications	November 22, 2021	
Deadline for written questions and clarifications on RFQ.	December 10, 2021	5:00 PM
Date Statements of Qualifications will be received.	December 21, 2021	4:00 PM
Notify selected Design-Build firm/team, begin contract negotiations	January 6, 2022	
Notice to Proceed	February 15, 2022	
Substantial Completion	June 17, 2022	
Final Completion	July 22, 2022	

## 3.6 **Pre-Construction Project Planning**

The Design-Builder, as part of design and preconstruction services will assist with developing a best approach for the successful completion of the project including assistance in the preparation of a scope of services, schedule, reliable preliminary cost estimate, and value engineering evaluation measures. When appropriate, the City will require the Design-Builder to commit to a maximum lump sum price for all design and construction services.

#### 3.7 **Project Delivery**

The Design-Builder shall act in the best interest of the Owner and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints and budget. In conjunction with the Owner, the Design-Builder will develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling and coordination of all construction work in addition to miscellaneous contracts required for completion of the project within its predetermined budget and schedule.

The City expects all parties associated with this project to work closely together and appropriately address project conditions to successfully complete the project. A spirit of cooperation, collaboration and commitment among professional design and construction service providers to work in the best interest of the City is extremely important.

# SECTION 4 - DESIGN-BUILDER EVALUATION CRITERIA

### 4.1 **Experience Requirements**

General: Respondents should clearly highlight their Team's experience with public and/or privately bid design build projects related to municipal and commercial facilities, with descriptions of those projects that best characterize the proposers' capabilities, work quality, and value-based approach. The projects should include completion of construction drawings, technical specifications, and cost estimates used to successfully complete the project.

Technical Competence: At a minimum, successful submittals shall demonstrate experience and technical competence in the following areas:

- Successful collaboration in the renovation/construction of treatment/industrial facilities through either design-build or traditional project approaches.
- Ability to work within Client budget and schedule.
- Ability to complete projects, using the design-build approach, valued near or above \$200,000.
- Familiarity with state and local building codes and construction practices as it pertains to water treatment/municipal facilities.
- Effective contract and construction administration services.

Minimum Qualifications: Respondents must meet the criteria listed below:

- Must provide professional services by those appropriately licensed, and certified to operate, in the State of South Carolina.
- "Contractor" must have a current South Carolina Contractor's licensed in the appropriate classification for which to perform this work. A copy of the license shall be included within the Statement of Qualifications.
- Architect and Engineer(s) shall provide Professional Liability coverage of not less than \$1 million per
- Lead Design-Build firm must provide sufficient bonding capacity including Payment and Performance.
- Lead Design-Build firm must be able to secure sufficient Builders Risk Insurance equal to the total cost of the project
- Maintain sufficient insurance coverage throughout the duration of the project. Refer to Section 7 Insurance Requirements for additional information

#### 4.2 **Evaluation Criteria**

Statements of Qualifications submitted by Design-Build Teams will be evaluated and ranked by an evaluation team. Each team will be evaluated based on the criteria described below.

Team Experience and Qualifications (30 Points): Evaluation criteria will focus on the submittals' clear identification of each firm/company. Experience with design-build type projects, history of meeting project budget and schedule, acceptable levels of quality, safety records and current or past legal or litigation matters will be evaluated.

Experience and Qualifications of Personnel Assigned to Project (35 Points): Experience and availability of the proposed project personnel will be evaluated. Responses should identify key team members, their experience with Design-Build project approach as well as experience with similar projects. Three references and referrals from past projects should also be provided.

Project Understanding and Approach (30 Points): Responses shall demonstrate understanding of the project goals and objectives and the proposed methodology for meeting the goals and objectives. Responses must provide a comprehensive narrative demonstrating a clear and concise understanding of the project requirements, potential complications, and preliminary project schedule. Clearly address key activities, critical path, deliverables, and anticipated construction schedule.

#### 4.3 Design-Build Firm/Team Selection

After making final Team selection and taking into consideration quality, performance, and the time specified in the Qualifications for performance of the contract, the City will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and City will enter into a professional services contract for the work. All respondents are considered fully informed as to intentions of the City regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written proposal to include scope of work, staffing plans, action plan, CPM Schedule and fee proposal to negotiations. The City may withdraw this RFQ, reject qualifications or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous to the City.

A Local Vendor Preference will be applied in the evaluation of the Design-Build Firm/Teams with a score adjustment of five (5) points.

# **SECTION 5 - QUALIFICATIONS SUBMITTAL REQUIREMENTS**

# 5.1 Submittal Requirements

Submit one electronic (PDF) and five hard copies of their Qualifications in a sealed package to:

City of West Columbia
Attn: Mr. Andy Zaengle, P.E.
200 N. 12<sup>th</sup> Street
West Columbia, SC 29169

The name of the submitter should appear on the outside of the submittal package with the RFQ title and reference the project, "RFQ for Progressive Design-Build Services for City of West Columbia Riverside WTP." Each submittal copy should be identical in content and meet the criteria listed below.

- Firm/Team experience and qualifications
- Copy of Lead Contractor's license
- Resumes of entire project team
- Project approach
- Related Design-Build Project Experience
- Ability to meet project schedule and budget requirements
- Project Quality Control Practices
- Preliminary scope of services
- A minimum of five examples of similar projects completed by the Firm/Team with project descriptions
- Three references of projects in similar size, scope, and cost

The Statement of Qualifications submittal shall be bound, numbered consecutively, double-sided with a maximum of 30 pages (not including cover letter, front and back covers, table of contents, and City required forms).

It is the intention of the City to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the City should determine that none of the Design-Build teams submitting are advantageous, the City reserves the right to reject all Statement(s) of Qualifications. Issuance of this Request for Qualifications does not commit the City to award a contractor, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services or supplies

# **SECTION 6 - PRE-SUBMITTAL CONFERENCE AND CLARIFICATIONS**

## 6.1 Pre-Submittal Conference

A pre-submittal meeting will be held at 2:00 PM on December 1, 2021 at the Riverside Water Treatment Plant, 406 Sunset Blvd, West Columbia, SC 29169. Attendance for those intending to submit Statements of Qualifications is encouraged but not mandatory. A detailed description of the project will be provided, and pertinent City staff will be available.

## 6.2 Questions

Questions may be submitted in writing via email to Andy Zaengle, P.E. at <a href="mailto:azaengle@westcolumbiasc.gov">azaengle@westcolumbiasc.gov</a>. All follow-up questions from the pre-submittal conference will be compiled and answered in writing. The deadline for questions relating to the RFQ is the time and date shown in the Project Schedule in this RFQ. Answers will be provided via addendum.

It is the responsibility of each submitter to examine the entire RFQ, seek clarifications in writing, and review their submittal for accuracy before submitting their qualifications. The City will not request clarification from any individual relative to their submittal but reserves the right to ask for additional information from all parties that have submitted qualifications.

# **SECTION 7 - INSURANCE REQUIRMENTS**

#### 7.1 Requirements

The successful team shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the City by the successful firm, their agents, representatives, employees, or subcontractors. A Certification of Insurance shall be submitted within ten (10) calendar days after the Notice of Award has been received by the Proposer and such coverage shall be maintained by the successful firm for the duration of the contract period, for occurrence policies.

# **Commercial General Liability**

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability Form including Products/Completed Operations.

## Minimum Limits:

- \$2,000,000 General Aggregate Limit
- \$2,000,000 Products & Completed Operations
- \$1,000,000 Personal & Advertising Injury
- \$1,000,000 Each Occurrence Limit
- \$50,000 Fire Damage Limit
- \$5,000 Medical Expense Limit

# **Business Commercial Automobile Liability**

Coverage sufficient to cover all vehicles owned, used, or hired by the Successful Proposer, their agents, representatives, employees, or subcontractors.

## Minimum Limits:

- \$1,000,000 Combined Single Limit
- \$1,000,000 Each Occurrence Limit
- \$500,000 Medical Expense Limit

## Workers' Compensation

Limits as required by the Workers' Compensation Act of SC, to include state's endorsement for businesses outside of SC. Employer's Liability, \$1,000,000.

## **APPENDIX 1: MINIMUM REQUIREMENTS**

\_\_\_\_\_YES \_\_\_\_NO

Failure of Applicant to meet any of the minimum requirements in this section will result in a determination of "Not qualified for this solicitation" and the Applicant will be excluded from further participation in this solicitation.

A. Provide a notarized letter(s) addressed to the City referencing this RFQ from the Applicant's surety company(ies) which verifies the Applicant's total bonding capacity and states that the surety company(ies) intend(s) to issue standard payment and performance bonds on behalf of the Applicant if a contract to construct the Project(s) as described in this RFQ is awarded to the

Applicant. An Applicant must have sufficient remaining bonding capacity from an acceptable surety to satisfactorily bond the work. An acceptable surety shall be one with at least an A.M. Best Rating of A- or higher and must be included in the Department of the Treasury's Listing of Certified Companies B. Provide payment and performance bonding/surety company information as follows: Point of Contact: C. Provide documentation verifying that Applicant possesses a valid South Carolina General Contractor's license. D. Has the Applicant or any of its Officers (including any experience and time while employed by another firm) been convicted of criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, or prevailing wages over the past 10 years? \_\_\_\_\_YES \_\_\_\_\_NO E. Has the Applicant or any of its Officers (including any experience and time while employed by another firm), Parent, Affiliates, or Subsidiaries had a judgment entered for contract default or been barred from bidding on public contracts over the last 10 years?

	ess for at least two of the last three years and no more than 1.2 any one year of the last three.
• 20	20 ERM:
• 20	19 ERM:
• 20	19 EDM:

F. Provide documentation verifying the Applicant's acceptable safety record. An acceptable safety record is defined as attainment and maintenance of an Experience Rate Modifier (ERM) of 1.0 or

# **APPENDIX 2: GENERAL BACKGROUND OF APPLICANT**

f Applicant is a Joint Venture, provide reque	sted information for all entities of the Joint Venture.
A. Applicant Name:	
3. Current Name, address, and contact inform	mation:
Full Name of Applicant:	
Mailing Address:	
City:	
State:	Zip:
Business Location Address:	
City:	
State:	Zip:
Principal Office Address:	
City:	
State:	Zip:
Local Office Address:	
City:	
State:	Zip:
2. Applicant is:Sole Proprietor	Corporation
Partnership	Limited Liability Company
Joint Venture	

ole Proprietor Corporation  artnership Limited Liability Company  oint Venture
Zip:
:
Zip:
ed in the last 10 years. Use attachments as needed.
·

<sup>\*</sup>Indicate those authorized to sign contracts on behalf of the Applicant

E. Name, address, and telephone number of Parent and each Subsidiary and Affiliate of the Applicant
Previous Name:
Mailing Address:
City:
State: Zip:
Business Location Address:
City:
State: Zip:
Contact Person:
Telephone:
2. Company wasSole Proprietor Corporation
Partnership Limited Liability Company
Joint Venture
F. Bankruptcies: Has the Applicant, its Parent, or any of its Subsidiaries ever had a bankruptcy petition filed in its name, voluntarily or involuntarily within the last 10 years?
YESNO (If YES, list number of bankruptcies:)
G. Liquidated Damages: Has the Applicant ever been assessed liquidated damages (LDs) in the past 10 years or served as an owner with a claim for additional compensation prepared by an attorney or a claims consultant, excluding routine change order requests?
YESNO (If YES, list number of projects LDs were assessed:)

H. Loans: Has Applicant, its Parent, or any of its Subsidiaries defaulted on any loan agreement or	
financing with any bank, financial institution, or entity within the last 10 years?	
YESNO (If YES, list number of defaulted loans:)	
I. Bonding:	
1. Have performance or payment bond claims ever been paid by a surety for Applicant, its Parent, or a of its Affiliates or Subsidiaries on any project in the last 10 years?	any
YESNO (If YES, list number of bonding claims:)	
2. In the past 10 years, has any surety refused to bond the Applicant, its Parent, or any of its Affiliates Subsidiaries on any project?	or
YESNO (If YES, list number of bonding refusals:)	
J. Has the Applicant, its Parent, or any of its Affiliates or Subsidiaries ever failed to complete a project any reason?	for
YESNO	
K. Applicant's Safety Submission Requirements:	
1. Attach outline of Applicant's written safety program.	
2. Name and telephone number of the Applicant's safety contact.	
3. List any adversely resolved or pending citations, lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health Administration (OSHA) concerning project safety practices of the Applicant in the last 10 years.	

L. Does the Applicant have a written construction quality control/quality assurance program?
YESNO (If YES, provide a copy or outline.
M. Does the Applicant have a written substance abuse policy?
YESNO (If YES, provide a copy or outline.)
N. Has the Applicant, its Parent, or any of its Subsidiaries been involved in any construction-related lawsuit (other than labor or personal injury litigation) in the last 10 years?
YESNO (If YES, list number of lawsuits:)
O. Provide a summary of the past project collaboration between members of the Applicant team including project name, description, scope, cost, schedule, and references.
P. State any conflicts of interest your firm or any key individual may have with these projects.
Q. List any unresolved claims or disputes with the City of West Columbia.